



*Embassy of the United States of America  
Kyiv, Ukraine*

## **JOB OPPORTUNITY ANNOUNCEMENT**

**# 050**

**Date: November 10, 2015**

**TO: ALL MISSION PERSONNEL**

**FROM: BRIAN RANDALL –HUMAN RESOURCES OFFICER**

**SUBJECT: ECONOMIC ANALYST, PART-TIME POSITION**

Employees are invited to apply for this position or refer *qualified and eligible* candidates to the Embassy Human Resources Office. *The application procedure* is outlined at the end of this notice. Questions should be directed to the Human Resources Office.

**POSITION TITLE:** **Economic Analyst**

**OPEN TO:** **U.S. Citizen Eligible Family Members ONLY**  
***(see the definition below) – All Agencies***

**GRADE LEVEL:** **FP-06\* (FULL PERFORMANCE LEVEL)**

**WORK HOURS:** **Part-Time (30 hours per week)**

**OFFICE LOCATION:** **Economic Section**

**OPENING DATE:** **Immediate**

**DEADLINE:** **November 24, 2015 at 6 P.M. Kyiv Time**

***\*FP-06 is subject to confirmation with HR regional bureau in Washington D.C.***

### **DEFINITION OF U.S. CITIZEN ELIGIBLE FAMILY MEMBER (USEFM):**

- (1) U.S. citizen; and
- (2) The spouse *or domestic partner (as defined in 3 FAM 1610)* of the sponsoring employee, or a child of the sponsoring employee who is an unmarried *child* at least 18 years old; and
- (3) Listed on the travel orders *or approved Form OF-126, Foreign Service Residence and Dependency Report*, of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad at a U.S. mission, or at an office of the American Institute in Taiwan; and who is under chief of mission authority, and either:
  - (a) Resides at the sponsoring employee's post of assignment abroad or, as appropriate, at an office of the American Institute in Taiwan; or
  - (b) Resides at an involuntary separate maintenance allowance (ISMA) location authorized under 3 FAM 3232.2. If residing at an ISMA location, the individual will not be listed on the sponsoring officer's travel orders, but will have a Form *SF-1190, Foreign Allowances Application, Grant and Report*, processed authorizing ISMA.

### **BASIC FUNCTION OF POSITION:**

This position is located in the Economic Section of the Embassy and reports to the Financial Economics and Trade Unit Chief. The portfolio focuses on the Ukrainian business environment, economic reform, analysis of trade flows, sanctions program support, women's economic issues, and maintaining a current dossier of biographies on key government and business contacts. This position also serves as Grants Officer Representative (GOR) for economic programming.

### **REQUIRED QUALIFICATIONS:**

#### **EDUCATION:**

- Bachelor's degree in economics, liberal arts or related field is required.

#### **WORK EXPERIENCE:**

- Three years of experience in a governmental, non-governmental organization, international organization, business, legal, educational, professional or think tank environment where reading, writing, research, critical thinking, and other intellectual skills are required on a regular basis.

#### **LANGUAGE:**

- Level IV (fluent) in English is required.

### **KNOWLEDGE:**

➤ Thorough knowledge of current events related to the economy is necessary. Good working knowledge of the Mission and section, as well as Ukraine, business and economic issues is required.

### **SKILLS AND ABILITIES:**

➤ Must be able to work with mid to high-level Ukrainian Government contacts. Must be able to use common computer programs, e-mail, word-processing, and spreadsheets. Strong English-language writing skills are required.

### **APPLICATION AND SELECTION PROCESS:**

✓ To apply for this position all interested candidates should fill out the DS-174 and submit it to the Embassy Human Resources Office **by COB November 24, 2015**. The DS-174 form is available on the official U.S. Embassy website under the Employment Opportunities section: <http://ukraine.usembassy.gov/job-opportunities.html>. **Universal Application for Employment (DS-174) can be filled out electronically, but still must be printed, signed and emailed to: [KyivHR@state.gov](mailto:KyivHR@state.gov) or faxed to: [521-51-55](tel:202-515-5555).**

**Note:** Only those applications that are received in the Human Resources Office *before* the closing date will be eligible for consideration. Any application package that doesn't include the DS-174 form will be considered incomplete and will not receive further consideration for recruitment.

### **ADDITIONAL SELECTION CRITERIA:**

- The candidate must be able to obtain and hold a **Secret (S) security clearance**.
- Management may consider the following when determining successful candidacy: nepotism, conflict of interest, budget, and residency status.
- Current NOR employees (non-ordinarily residents) hired under Family Member Appointment (FMA) or a Personal Service Agreement (PSA) are not eligible to apply within the first 90 calendar days of their employment, unless they have a When Actually Employed (WAE) work schedule.
- Candidates who claim *U.S. Veterans hiring preference* must provide a copy of their Form DD-214 with their application. Candidates who claim U.S. Citizen EFMs hiring preference should indicate their EFM status in the application form.
- **Candidates who are USEFMs, or AEFMs must have at least one year remaining on their sponsor's tour of duty to be considered eligible to apply for this position.**

## **EQUAL EMPLOYMENT OPPORTUNITY STATEMENT**

The U.S. Mission in Kyiv provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.